ADMIN-BAC FORM 14
Rev. 2, January 1, 2024

Standard Form Number: **SF-GOOD-60**
Revised on May 24, 2004

Republic of the Philippines
Government of Ormoc City
BIDS AND AWARDS COMMITTEE
Ormoc City

CCO
P.R. No.: **241507**
Quotation No.: **243975-2278**
PhilGEPs No.:

Standard Form Title:

REQUEST FOR QUOTATION

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than _____ _____.

KATHERYN A. SOLAÑA
PROCUREMENT OFFICER

NOTE: **(1)** ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN. (2) DELIVERY PERIOD WITHIN 30 C.D. UPON RECEIPT OF THE APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason. **(3)** WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS OF SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE END-USER. **(4)** PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) DAYS. (5) G-EPS REG NO., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION **(6)** BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS IF APPLICABLE. **(7)** THE ***APPROVED BUDGET CEILING*** FOR THIS PROCUREMENT IS (amount indicated below)

Php ***104,000.00***

	Activities	Schedule	
		FROM	*TO*
1	Issuance of Canvass	***Wednesday May 22, 2024***	***Monday May 27, 2024***
2	Submission of Canvass	***Tuesday May 28, 2024***	***10:00 AM***
3	Opening of Canvass	***Tuesday May 28, 2024***	***2:00 PM***

#	Item and Description	QTY	UNIT COST	TOTAL
1	*Paper Shredder*	*2 unit*		
	Deskside document shredders:			
	Performance and convenience directly at the Desk			
	Entry width: 220 mm			
	Waste collection volume: 40 litres			
	Wattage: 650 watts			
	cross out			
	Convenient Swivel castors, 2 of which with lockable brakes			
	for secure positioning			
	Oil and maintenance free operation			
	With automatic motor cut-out after 30 minutes without use			
	Automatic paper feeder, up to 300 sheets (80 gsm)			
	Visual overload indicator			
	Manual paper feeder, 12-14 sheets of paper (80 gsm)			
	Dimensions (H x W x D): 642 x 432 x 355mm			
	-x-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-x-			
			GRAND TOTAL >>>	

*

Brand and Model : _____ *Warranty :* _____
Delivery Period : _____ *Price Validity :* _____

After having carefully read and accepted your Conditions, I/We quote you on the item at prices noted above and hereby commit to deliver the same if adjudged to have the lowest and responsive quotation.

_____
Business Name

_____
Printed Name/Signature/Date

2024-05-241507